

Card-holder Responsibility: Food Purchases

1. The ability to purchase food on a PCard is allowable if it is paid by an appropriate funding source and is an allowable purpose according to the expenditure matrix (<http://usfweb2.usf.edu/pcard/USF%20Expenditure%20Guide%20030514.pdf>).
2. Different levels of approval are needed depending on the type of food purchase.
 - a. Food purchase from vendors (i.e., Publix, Walmart)
 - i. Complete and submit the Pre-Event Approval section of the “USF COPH P-Card Meal/Food Form” to COPH Dean’s Office for approval.
 - ii. PCard requests will be reviewed to determine the need to purchase food via this mechanism on a case-by-case basis.
 - b. Food purchase at dining establishments/caterer
 - i. Complete the Pre-Event Approval section of the “USF COPH P-Card Meal/Food Form” and submit to COPH Dean’s Office for approval.
 - ii. Once approved by COPH Dean’s office, request for approval must also be sent to PCard Services.
 1. P-Card holder’s supervisor must send an email to PCard Services (pcard@usf.edu) requesting that their account be put into a profile that will permit purchases from specific named food vendors.
 - c. Approval is granted on a case by case basis and PCards will only be opened up for the requested event. Approval will need to be requested for each event.
3. Following the event the cardholder completes the Post-Event Documentation section of the “USF COPH P-Card Meal/Food Form” and submits with receipts. Receipts are required whenever buying food.
4. Cardholders MUST include:
 - a. Business purpose
 - b. Name of event
 - c. Date
 - d. Number of attendees and relationship to USF
 - e. Purpose of event
5. **DO NOT BUY ALCHOLIC BEVERAGES UNDER ANY CIRCUMSTANCES**
 - a. The purchase of alcohol on a PCard is prohibited and will result in automatic suspension of your PCard.
 - b. If alcohol is included in a function request a separate receipt and pay with a separate funding source (i.e. personal credit card).